System Changes for Procurement Card Transactions

On October 1, 2004, there will be three system changes to the way the Procurement Card (PC) module passes an invoice to the Accounts Payable (AP) module. There will also be one screen change that will allow reconcilers to see if a transaction has been paid.

Consolidation of Invoices for Monthly Payment

Currently, when a payment is created, there is one invoice for every day that a transaction is posted. One payment is made up of approximately 20 invoices. The first change will create one invoice that will contain all charges for the month. All transactions for the month will be consolidated onto one invoice, unless the total number of lines for the invoice exceeds 9,999. Once the total number of lines exceeds this number, a second document will be created to complete the payment. The second document id, if needed, will have the same number as the first invoice but will replace the A with a B. To date, no invoices have exceeded 9,999 lines.

The format of the invoice document number will also change. An actual example of the new format is illustrated as: **P160104091108A**. The logic used to create the components of the invoice number is:

P	Procurement card document
LLLL	P-Card location number
YYMM	Payment posting year and month
AAAA	Last 4 digits of agency billing ID
A, B, C, etc.	Invoice extender

Bank Transaction Posting Date Display on the Invoice Line

Currently, the bank's transaction posting date is part of the accounts payable invoice number. The ITEM NUMBER field on the invoice line contains only the P-card transaction ID. The second change places the bank posting date for each transaction, which used to be a part of the document ID, in the ITEM NUMBER field just to the right of the P-card transaction ID.

Removal of the Invoice Hold Process

Invoices will not automatically be put on hold when passed to the Accounts Payable (AP) module. It will no longer be necessary for the AP clerk to release the invoice from the *Held Document Release (HDR)* screen. If check printing parameters are set and there are no budget exceptions, the payment will be produced the next morning.

New Paid Indicator Field

The screen change, which does not affect system processing, can be viewed on the *PUTL* and *PILS* screens. A new column field, labeled **PAY IND**, has been added to the right of the vendor name. After a transaction has been paid, a P will display in this column. The field will remain blank until the transaction has been paid.

If you have any questions regarding these changes, please contact Rick Pieringer (919) 981-5428 rpiering@mail.osc.state.nc.us or Lisa Stubbs (919) 981-5429, lstubbs@mail.osc.state.nc.us .